

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 30th day of April 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner James Riester

EXCUSED: Commissioner Steven C. Richards
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Thomas W. Blodgett, CRA Infrastructure & Engineering
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the minutes of the March 26, 2014 meeting be approved as presented. This motion was carried.

Mr. Hahn reported to the board that contained in the vouchers for board approval, is an additional amount of \$250 towards the Corrpro services agreement of \$1,375.00 which was approved by the board at the December 2013 Administrative Board Meeting. The additional \$250 is for various bulbs which are required to be replaced for the tanks to pass inspection. These items were not included in the original amount presented and approved by the board. The April vouchers include the corrected dollar amount of \$1,625.00 for the Corrpro service agreement.

Mr. Hahn discussed with the board the opportunity to join the Niagara Military Affairs Council's (NIMAC) Niagara Commanders Program at the cost of \$300. Upon board discussion they thought it was a great opportunity for Mr. Hahn to join the program on behest of the District.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	23.00
Dig Safely	Digging Notifications	66.00
Frontier	Mapleton Rd PS	52.88
National Fuel	Plant	5,968.33
National Fuel	Townline Road	869.14
National Fuel	Shawnee Road	137.88
National Grid	Elec Dist. - Townline Road	650.37
National Grid	Elec Dist. - Mapleton Rd	193.63
National Grid	Elec Dist - East Canal PS	1,163.98
National Grid	Elec Dist - Shawnee Road	185.31
National Grid	Elec Dist - Moyer Lift	105.87
National Grid	Plant	6,792.37
National Grid	Elec Dist - Tonawanda Creek Rd PS	830.79
National Grid	2044 Niagara Falls Blvd (meter)	22.05
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (January & February 2014)	2,293.05
Niagara County Public Works	Elec Supply - Mapleton PS (February & March 2014)	903.85
Niagara County Public Works	Elec Supply - East Canal PS (February & March 2014)	6,607.65
Niagara County Public Works	Elec Supply - Moyer Lift (February & March 2014)	324.03
Niagara County Public Works	Elec Supply - Shawnee Rd (February & March 2014)	789.65
Niagara County Public Works	Elec Supply - Townline Rd (February & March 2014)	2,800.65
Niagara County Public Works	Elec Supply - Plant (February & March 2014)	68,143.73
Niagara County Public Works	Elec Supply - Rapids Rd (January/February 2014)	1,426.24
NYSEG	Rapids Road PS	107.39
QLT	Tonawanda Creek Rd PS	14.42
Time Warner	Internet	758.17
Town of Pendleton Water	Water - Tonawanda Creek Rd PS	11.00
Town of Wheatfield Water	Water - Townline Rd PS	94.50
Town of Wheatfield Water	Water - Moyer Lift	11.90

Town of Wheatfield Water	Mapleton Rd PS	11.90
Town of Wheatfield Water	Shawnee Rd PS	11.90
Verizon	Townline Rd	25.53
Verizon	East Canal	25.39
Verizon	Tonawanda Creek	29.77
Verizon	Rapids Road PS	25.08
Verizon	Moyer Lift	25.42
Verizon	Shawnee Rd PS	25.07
Verizon	Townline Rd	25.25
Verizon	Plant	141.90
Verizon Wireless	Cellular Phone	64.78

TOTAL

\$ 101,780.84

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste Services #111	Recycling Service	254.50
Allied Waste	Sludge Disposal	12,659.04
Andersen Electric Supply	Plastic Cement, PVC Elbows & Conduit	231.92
Appliance Installation Service	Steam - It Door Gasket	156.10
Benchmark Analytics	Lab Analysis	306.48
Biotrax	Laboratory Services	440.00
CDW Government	Printer, USB Mini Hub, Cable	222.30
CIR Electrical	Furnish & install Gleeson Cord reel on elevator at Tonawanda Creek Road PS	1,850.00
CRA	March Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	4,854.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	13,857.50
CRA	Development of new 10 year CIP (Project #631024)	1,970.00
CRA **	Capital Plan Phase 2 (Project #630806)	25,387.50
CRA	2014 Roof Replacement (Project #631067)	12,420.00
Corrpro	Annual Inspection Water Tanks	1,625.00
Cummins Northeast LLC	Semi-Annual Generator Maint. at Ton. Crk, Rapids Rd, E. Canal, Shawnee	4,782.20
Evoqua Water Technologies	Lab Grade Water	168.51
Fisher Scientific	Lab Supplies	1,236.63
GFS Chemicals	Lab Supplies	197.85
Greater Niagara Mechanical, Inc.	Repair of heating unit at Plant	156.75
Greater Niagara Newspaper	Public Notice for Pollution Violations & Ferrous Chloride Bid	376.59
Hahn, Anthony	Travel Mileage	44.80
Isle Chem	Lab Analysis	284.50
JP Industrial	Drill Bits/Bolts & Washers/Colored Rags	634.77

K & K Janitorial Service, Inc.	General Cleaning for March 2014	390.00
Kemira	Ferrous Chloride	6,505.38
Koester Associates	Repair of pump station (Moyer Lift)	190.00
Kroening, Carl	Reimbursement for continuing education courses	321.95
Kroening, Carl	Reimbursement for Wastewater Operator 3A License Renewal	160.00
Lawnsmith	Lawn, Tree & Shrub Care for 2014	1,244.82
Manning Environmental	Chamber Top Assembly for Manning Sampler/Pressure Switch	433.79
MJ Mechanical	Incubator BOD Repair	349.85
Microbiologics	Lab Supplies	988.87
Modern Corporation	Dumpsters	174.90
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Niagara Military Affairs Council	NIMAC dues for Anthony Hahn	300.00
North Central Laboratories	Lab Supplies	335.91
O'Connell Electric Inc. **	Capital Plan Phase 2 Contract #45E - Electrical	27,141.50
Oneida Indian Nation of NY (Turning Stone Resort)	Seminar for M. Proefrock & G. Voss - New York Water Association Annual Technical Conference	387.00
Polydyne, Inc.	Polymer	15,042.00
Postmaster	Stamps	490.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	197.65
Proefrock, Marlin	Mileage, Tolls & Meal Expenses	281.88
Rexel	Concrete Bits, PVC Conduit/Klein Replacement Blades, LED Entry Lights	2,065.27
Ronco	Maintenance Service Agreements	367.50
Schaefer Supply	Plumbing Supplies	10.89
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Simmers Crane Design & Services	Radio Control Installation (plant)	1,770.72
Staples	Office Supplies	40.93
Superior Lubricants	Grease Kegs	583.10
Thomas Scientific	Incubator BOD	3,733.60
Town of Lockport	2013 I/I Reimbursement	20,000.00
Town of Wheatfield	Fuel for vehicles	1,673.01
Vona, P. Andrew	Monthly Retainer-March 2014/Legal Services	2,500.00
Voss, Gary	Seminar - Lunch	12.45
VWR International	Temp Prob	91.19
WW Grainger Inc	Pallet Jack, Motor Starter, Heaters (for starter), male & female bullet disconnect, large PVC cutter, batteries	2,324.29
TOTAL		\$ 175,249.39

** Capital Plan Phase 2

TOTAL FORWARDED	\$ 101,780.84
TOTAL APPROVED O&M	<u>175,249.39</u>
GRAND TOTAL APPROVED	\$ 277,030.23

This motion was carried.

Review of the March 2014 Financial Report showed an Operation and Maintenance balance of \$7,113,774.69

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Sewer District's March 2014 Financial Report be approved as presented. This motion was carried.

Communications:

a. Cell Tower - Mr. Hahn reported that he received communication for another buyout for our cell tower and would report on their offer at the next administrative board meeting.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. New Fine Screens at Treatment Plant - Mr. Timkey reported that the new fine screens removed 17 bags of screenings (approximately 30 cubic yards of material) in the first month of operation. Mr. Timkey also reported that there is a need to upgrade the air handling unit in the wet well now that personnel will be entering it on a more regular basis. Mr. Timkey stated that he is also getting pricing on a new air quality monitor for the wet well and will report back to the board at the next administrative board meeting.

Administrative Directors Report:

a. Milton Cat Generator Maintenance - Mr. Hahn reviewed a proposal from Milton Cat for maintenance of the emergency generators at the plant and Mapleton and Townline Road pump stations. Mr. Hahn requested board authorization to accept the first year of a three year contract with the price of \$9,973.00 with District option to approve the second and third year. He requested authorization to accept said proposal.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Milton Cat (dated May 21, 2014 – Contract term May 1, 2014 - May 1, 2017) in the total first year of a three year contract with the amount of \$9,973.00 with District option the second and third year to provide semi-annual maintenance and loadbank testing of the emergency generators at the plant and Mapleton and Townline Road pump stations. This motion was carried.

b. Summer Help - Mr. Hahn reported that the District had a few of the summer help workers from last year will not be returning, as they have accepted permanent full-time positions. Mr. Hahn asked the Commissioners if they knew of anyone who wished to be hired for the summer and that the positions are \$10/hour with no benefits, hours 7:00 a.m. - 3:30 p.m.

c. Adoption 2014 Rates - Mr. Hahn reviewed his memo outlining the proposed 2014 rates (with an increase of 4% more than 2013) the District would charge for monthly billed customers the NFTA and the PRP Group. The District uses the rates to bill the NFTA and the PRP Group. The NFTA will be billed the 6 town average rate of \$3.744. Hahn requested authorization for approval of said rates.

Upon motion duly made by Dennis Brochey and seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the 2014 rates to bill monthly customers as outlined in Mr. Hahn's memorandum of April 10, 2014. This motion was carried.

d. Sludge Bid - Mr. Hahn reported that the Sludge bid is scheduled to be held this August 2014.

e. Personnel - This item was deleted from the agenda.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support services
 - Pendleton/Cambria/Lockport Interceptor Extension – evaluation of feasibility and cost-effectiveness of interceptor extension
 - BOARD ACTION REQUESTED – None

2. Capital Plan Phase 2 (CRA Project No. 630806)

- Construction ongoing for Influent Screens and Aeration Grit Removal System project, punchlist and restoration items being completed
- R.O.W Clearing Contract execution
- **BOARD ACTION REQUESTED – Execution of ROW Clearing Contract**
Mr. Lannon reported that a notice to proceed has been issued for the project.

3. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)

- Draft report complete and issued for review and comment
- **BOARD ACTION REQUESTED – Discussion on Draft CIP**

Mr. Lannon requested comments and discussion regarding the draft 10-Year Capital Plan submitted to the Board. The draft Plan was discussed in detail regarding projects, including plant expansion in the future and looking at new technologies. After the detailed discussion, Mr. Smith opened discussion regarding approval to move ahead with the new 10-Year Capital Improvement Plan.

Upon motion duly made by Wright W. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval of the New 10-Year Capital Improvement Plan. This motion was carried.

4. Mapleton Road Pump Station Improvements (CRA Project No. 631047)

- Contract executed by Kandey Company
- **BOARD ACTION REQUESTED – Execution of Contract**
Mr. Lannon reported that a notice to proceed has been issued.

5. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)

- Design being finalized for advertisement, asbestos sampling/reporting is complete with minor asbestos found requiring monitoring and abatement
- **BOARD ACTION REQUESTED – None**
Mr. Lannon reported that the Roof Replacement Project was advertised as of today.

6. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)

- Project kick-off and field work commencing
- **BOARD ACTION REQUESTED – None**

7. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)

- Professional Engineering Services proposal for SPDES permit compliance items
- **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon presented CRA's letter dated April 21, 2014 - Professional Engineering Services Proposal State Pollutant Discharge Elimination System Permit - 2014 Schedule of Compliance Action Items to the board. This proposal is for the completion of the design and installation of clarifier baffles to assist in better process flow through the plant, a flow study work plan study, and a Mercury Minimization Program per the new SPDES Permit. Once the flow study work plan is approved by the NYSDEC, the scope for implementation and subsequent field work will be required. Mr. Lannon stated that these items are required for Permit Compliance and due per the schedule of compliance. Mr. Lannon requested Board approval of CRA's proposal for Project No. 631076 - 2014 SPDES Permit Schedule of Compliance Action Items.

Upon motion duly made by Wright W. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to CRA for authorization of their proposal for Project No. 631076 - 2014 SPDES Permit Schedule of Compliance Action Items. This motion was carried

8. SPDES No. NY0027979 Capacity Management Operations and Maintenance Plan

Mr. Lannon presented to the board a letter dated April 15, 2014 regarding the District's approved CMOM plan from Robert Locey of the NYSDEC. Mr. Smith thanked CRA for their work on the completion of this project.

Attorney's Report:

1. Emergency Services Insurance - Mr. Vona reported that the District could reduce the cost of the emergency services insurance by eliminating the insurance provision. The Owner's and Contractor's Protective Insurance requirement is in the contract to provide coverage for any legal sanctions incurred due to the Contractor actions. Mr. Vona suggested to the board that the District could be named under the contractor's liability insurance. Mr. Smith agreed and stated the District could just be named as an additional insurer. Mr. Vona requested board authority to amend the District's Emergency Services Insurance contract.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey (with Robert B. Cliffe abstaining, as Mark Cerrone, Inc. is located within the Town of Wheatfield), it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Vona's request and to give Mr. Vona the authority to amend the District's Emergency Services Insurance contract for any contractor doing business with the District to name the NCSD #1 as an additional insurer. This motion was carried.

New Business:

1. Town of Lockport 2014 - I/I Project - Mr. Smith presented to the board a request that the Town of Lockport be reimbursed \$20,000 towards their I/I Project for 2014. The project entails sanitary sewer assessment - televising and flushing the Tonawanda Creek Service Area (Keck Road Service Area and Tonawanda Creek Road Service Area). The estimated cost of the complete sanitary sewer assessment project is \$187,000.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Smith's request that the Town of Lockport be reimbursed \$20,000 towards their I/I Project for 2014. The project entails sanitary sewer assessment - televising and flushing the Tonawanda Creek Service Area (Keck

Road Service Area and Tonawanda Creek Road Service Area). The estimated cost of the complete sanitary sewer assessment project is \$187,000. This motion was carried.

Adjournment:

Upon motion duly made by Robert B. Cliffe and seconded by James Riester the meeting adjourned at 4:20 p.m.